

## UNCG University Libraries - How to Search for Print and Media Reserves

1. In the red search box on the Libraries' home page (library.uncg.edu), click Course Reserves.



2. On the resulting page, click the "search the online catalog" link.

### Reserves

[What are Reserves?](#)

#### Find Reserve Materials:

- To find print and media reserves [search the online catalog](#). Click on **Search** in the top-left corner of the catalog then select **Course Reserves**. See the detailed [instructions on how to search for print reserves](#).

3. In the Search in: box, make sure Courses is selected. (Do not include inactive courses in search results.) Under Search for: type in the course and number (ATY 100 or Anthropology 100) or the name of the instructor (last, first, or both with no commas). If you search by more than one word, select Match ALL Words. Click the Search button under the Search for: box.

### Search for courses or reserve items

Search in:

Reserve items

Courses

Include inactive courses in search results

Search for:

ATY 100

Match **ALL** Words

Match **ANY** Words

**Search**

- A list of courses that match the search criteria appears. In this case, there is only one match. Click the blue link to ATY 100: Anthropology 100 in the top left of the course info box.

#### Search for courses or reserve items

Search in:

Reserve items  
 Courses  
 Include inactive courses in search results

Search for:

Enter \* to see all courses

Match **ALL** Words  
 Match **ANY** Words

**Search**

Search results for 'aty AND 100' courses:

Results 1-1 of 1 (0.227 seconds)      Sort by: Course Prefix & Number ▼

- [ATY 100: Anthropology 100](#) (1 items)

✓ **ACTIVE**

Description:

Dates: 05/09/2013 - 07/31/2013

Instructor(s): [Dorothy Davis](#)

Notes:

Department: [Anthropology](#)

Created on: 04/09/2013

- A list of the print reserve titles for the course will appear. In this example, there is only 1 title. If there were additional they would list 10 per page in alphabetical order by title. Use the First, Previous, Next and Last buttons in the bottom right to move through the pages.

#### View items on course reserve

**ATY 100: Anthropology 100** (1 items) [Permalink](#)

✓ **ACTIVE**

Description:

Dates: 05/09/2013 - 07/31/2013

Instructor(s): [Dorothy Davis](#)


Notes:

Department: [Anthropology](#)


Created on: 04/09/2013

**Items currently on reserve:** [Print reserve list](#)

Results 1-1 of 1 (0.099 seconds)      Sort by: Title (A-Z) ▼      << First < Previous **1** Next > Last >>

-  [Cultures in contact](#)

Dorothy I Davis

 Print book

Language: English  
 Publisher: Dubuque, Iowa : Kendall Hunt Pub. Co., ©2008.

**Reserved for:** ATY 100: Anthropology 100

**Notes:** c.1 - 305102557170- ; c.2 - 305102557130W

<< First < Previous **1** Next > Last >>

- If a title appears as a blue link, click the link to find out the location, call number, number of copies and if they are available or checked out. (If the title is gray, the item is available only as a personal copy. The call number will be listed below beside a label for Location. Check out information will not available through the catalog; contact the Check Out Desk in Jackson Library unless the course is a Music course, then contact the Schiffman Music Library.)


In the example below, there is one library-owned Stacks copy that is checked out and 2 Personal Copies available for check out, each on 2 Hours Loan in the Jackson Library Reserves which is located at the Check Out Desk on the Main floor of the library next to the Connector entrance. (Music Reserves would say Schiffman Music Library under location.) If items are checked out, the due date would appear instead of Available under Status but not the time.

When asking for an item, please provide the desk staff with the call number. In the example, the call number for the reserve copies is PER BOOK – DAVIS.

**Find a copy in the library**

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**UNCG University Libraries**

 Get it in the library

[3 copies](#)

Location	Status	Call number
<b>UNCG University Libraries</b>		
<input type="checkbox"/> Hide item details		
Jackson Library Stacks	Checked Out, Due 02/10/2016	GN366 .D38 2008
Jackson Library Reserves-2 Hour Loan	<input checked="" type="checkbox"/> Available	PER BOOK - DAVIS
Jackson Library Reserves-2 Hour Loan	<input checked="" type="checkbox"/> Available	PER BOOK - DAVIS